

AGENDA, WEDNESDAY, DECEMBER 1, 2021:

9:00 A.M. Convening of the Adams County Board of Commissioners' Meeting.

Pledge of Allegiance

Minutes:

Approve the Minutes of the November 17, 2021 Commissioners' Meeting as presented.

Public Comment:

*Individuals may listen to the meeting or comment during the public comment portion of the agenda by calling **1-415-655-0001, 132-798-3497#**. Any comments related to the agenda or county business are limited to 5 minutes and the individual is to state their name and address prior to commenting.*

Information Technology Department:

Recommendation from Phil Walter, CIO and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the following:

- Designate Chairman Randy L. Phiel to sign on behalf of the Board the Quote from Link Computer Corporation, a Pennsylvania Company, for the renewal of the license for the GFI Archiver software. The GFI Archiver provides the ability for the IT Department to retrieve and manage electronic communications history including emails, attachments, files and calendar entries logged by the email system. It is further recommended that the Board of Commissioner sign the Addendum to the End User License Agreement, which incorporates the County's standard terms and conditions into the Agreement. This Quote is made pursuant to Co-stars Contract #006-186. The term of the Agreement is one (1) year, commencing on December 13, 2021 and terminating on December 12, 2022. Total cost to the County is \$2,592.50.
- Designate Chairman Randy L. Phiel to sign on behalf of the Board the Quote from Dell Technologies for renewal of the license for Quest InTrust Software. The InTrust product provides the ability for the IT Department to monitor activity from all user workstations and administrators through an in-depth and expandable event log management platform. This Quote is made pursuant to National Cooperative Purchasing Alliance (NCPA) contract #01-42. The term is one (1) year, commencing on December 14, 2021 and expiring on December 13, 2022. Total cost to the County is \$5,382.30.

Department of Emergency Services:

Recommendation from Warren Bladen, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Quote from Link Computer Corporation, a Pennsylvania Company, for the renewal of the license for the Paessler PRTG 500 software. This software is used by DES to monitor

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Department of Emergency Services cont'd:

the server components on the Computer Aided Dispatch (CAD) system and alert them of any issues. This Quote is made pursuant to Co-stars Contract #006-186. The term of the Agreement is one (1) year, commencing on November 19, 2021 and terminating on November 19, 2022. Total cost to the County is \$339.00.

Children & Youth Services:

Recommendation from Sarah Finkey, Administrator and after review by Solicitor Molly Mudd, that the Board of Commissioners approve the Child Accounting and Profile System (CAPS) Version 17 Upgrade Agreement with Avanco International, Inc. of Clifton, Virginia. This Upgrade Agreement was approved by the CAPS Governance Board on October 31, 2021 and is subject to the terms and conditions of the CAPS Application Service Provider Agreement (6200-016), effective July 1, 2021. This upgrade provides conversion to HTML 5 for greater browser interoperability and modifies priority orders within the CAPS system. The Upgrade Agreement is effective October 1, 2021, at a total cost of \$4,776.56.

Planning and Development:

Recommendation from Sherri Clayton-Williams, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Quote from Environmental Systems Research Institute, Inc., a California Company, for a new ArcGIS license for the Department of Emergency Services. ArcGIS is a mapping and analysis software. The term of the license is one (1) year, commencing on December 1, 2021 and terminating on November 30, 2022. Total cost to the County is \$489.00.

Security Department:

Recommendation from Mark Masemer, Director and after review by Solicitor Molly Mudd, that the Board of Commissioners designate Chairman Randy L. Phiel to approve the Standard Service Agreement with MidPoint Technology Group, a Maryland Company. MidPoint will provide maintenance services for the County's ProWatch card reader systems. The term of the Agreement is three (3) years, from December 17, 2021 to December 17, 2024. Total cost to the County for the three-year agreement is \$14,000.00.

Commissioner's Office:

Recommendation by Solicitor Molly R. Mudd that the Board of Commissioners approve the following:

- Sign the Service Agreement with Peters' Auction Service for the live auctioneering services that was provided for the public auction of eleven (11) county-owned vehicles that was held on November 18, 2021 in the total amount of \$550.00.

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Commissioner's cont'd:

- Sign the Collective Bargaining Agreement with the International Brotherhood of TEAMSTERS Local 776 for the Court-Appointed Professional Unit ("TEAMSTERS Professionals") to establish rates of pay and salaries for all full-time and regular part-time professional employees who are directly involved with and necessary to the functioning of the Court of Common Pleas of Adams County including but not limited to Probation Officers and Domestic Relations Conference Officers for the term beginning January 1, 2022 through December 31, 2025.
- Amendment #1 to the Agreement for Administration of Emergency Rental Assistance Program (ERAP) Funds whereby the County has been allocated additional funding through ERAP 2 in the amount of TWO MILLION ONE HUNDRED FORTY-SEVEN THOUSAND ONE HUNDRED SIXTY-NINE DOLLARS AND SIXTY CENTS (\$2,147,169.60) for the purpose of providing low-income families and individuals with financial assistance for rent and related costs incurred during the COVID-19 Public Health Emergency, said funds to be administered on behalf of the County by South Central Community Action Programs ("SCAAP") in accordance with the terms of this Amendment and including those terms of the Original Agreement that remain unchanged by this Amendment, and in strict compliance with PA Act 24 of 2021 and all related and current rules and regulations of the Department of Human Services Emergency Rental Assistance Program (ERAP 2).

Tentative Adoption of the 2022 Adams County Budget:

Approve to tentatively adopt the 2022 Adams County Budget as follows:

➤ Tentative County Budget Revenues	= \$75,085,875
➤ Tentative County Budget Expenditures	= \$74,807,675
General Fund	= \$58,660,120
Special Funds	= \$13,977,655
Other Special Funds	= \$ 354,900
Hotel Tax Fund	= \$ 1,815,000
Contingency Reserve	= \$ 4,067,099
➤ Tentative Capital Budget	= \$ 2,975,200

Personnel Report:

Courts:

- MDJ Harvey's Office – Employment of Karen Topper, General Clerk, effective November 29, 2021.
- Domestic Relations – Separation of employment for Cortlyn Clark, Conference Officer, effective December 3, 2021

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Personnel Report cont'd:

Sheriff:

Recommendation from Sheriff James Muller to approve and amend the employment date for Kenneth Leveck, Deputy First Class, from November 29, 2021 to November 22, 2021.

Budget & Purchasing Department:

Recommendation from Melissa Develin, Director, to amend the employment date for Kelsey Litsokas, Purchasing Coordinator, from November 29, 2021 to December 6, 2021.

District Attorney:

Recommendation from District Attorney Brian Sinnett to approve the employment of the following:

- Karen Kunick, Paid Intern, to work Tuesday's and Wednesday's, effective January 11, 2022 through January 27, 2022
- Katie Spurrier, Legal Assistant, effective December 6, 2021

Conservation District/Planning:

Recommendation from Adam McClain, District Manager, to approve the employment of Sarah Spencer, Administrative Assistant, effective November 22, 2021.

Victim Witness:

Recommendation from Cindy Keeney, Director, to approve an unpaid internship with Alexia Ferraro, effective January 17, 2022 through April 29, 2022 to work Mondays, Tuesdays and Thursdays.

Adams County Adult Correctional Complex:

- Recommendation from Warden Katy Hileman, pending successful completion of background screenings, the employment of the following Corrections Officers: Marc Bayles, effective December 13, 2021
- Amend the date of hire for Victor Marks, Corrections Officer, from November 15 to December 13, 2021
- Amend the date of hire for Robert Molloy, Corrections Officer, from November 15 to November 22, 2021

Separation of Employment with permission to post:

- Retirement of Bicky Redman, Senior Planner Environmental Services, effective December 31, 2021
- Georgia Wetzel, Administrative Internship in the District Attorney's Office, effective November 23, 2021
- Manpreet Gill, Unpaid Internship in the District Attorney's Office, effective November 24, 2021

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Personnel Report cont'd:

- Anthony Grifo, Part time as Needed Deputy Coroner, effective December 31, 2019 (correction to position control)
- Deborah Spangler, Part Time Regular Security Officer, effective November 16, 2021
- Katie Stough, Caseworker 2-Family Support, effective November 24, 2021 with permission to post as Caseworker 1-Family Support
- Retirement of Thea Waller, Corrections Officer, effective January 2, 2022

Expenditures:

Approve the following expenditures for the period November 15, 2021 through November 26, 2021:

General Fund Total	\$ 1,609,962.25
General Fund	\$ 625,343.41
Payroll – Week #47	\$ 984,618.84
Children & Youth Services	\$ 150,232.36
HazMat Fund	\$ 79.39
CDBG	\$ 45,140.76
Ag Land Funds	\$ 1.00
Commissary Fund	\$ 2,068.31
Records Management	\$ 792.50
Hotel Tax Fund	\$ 307.43
Pass Through Grant-Interest	\$ 2,000,000.00
Capital Project-Reserve	\$ 31,981.05
Capital Projects	\$ 19.04
911 Fund	\$ 55,851.53
Internal Service Fund	\$ 371,780.56

Other Business:

Solicitor Mudd
Commissioner Qually
Commissioner Martin
Commissioner Phiel

Salary Board Meeting:

The Salary Board Meeting will be held following the Commissioners Meeting.

Adjournment: